

~~SECRET~~

CONFIDENTIAL

MINUTES

MEET-5
OTR Staff
meeting

OTR STAFF MEETING

Friday
30 Apr 54

Document No. 012

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S (c)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1765

Date: 7 Feb 78 By: 022

Attendance:

[Redacted Attendance List]

25X1

1. Mr. Baird introduced [Redacted] of the Management Staff, who will assist the Office of Training in carrying out some of the recommendations appearing in the IG report. [Redacted] outlined the general procedure to be followed by him in working with the staff and division chiefs. In general he and [Redacted] plan:

25X1

25X1

25X1

- (1) to conduct an organization survey within OTR;
- (2) to determine the flow of work within each division and staff and make pertinent recommendations;
- (3) to ascertain and clarify the delegation of authority at each organizational level, both from above OTR and within OTR; and
- (4) to analyze the reporting system.

2. [Redacted] announced that a notice will be prepared requesting reports from each staff and division as required by Agency Notice [Redacted] pointed out that a negative report is required by the provisions of the Agency Notice.

25X1

25X1

3. [Redacted] reported briefly on the DD/A staff meeting which he had attended and emphasized one significant point: Any inquiry of Agency personnel which appears to indicate more than normal interest on the part of the inquirer should be reported in writing to the Director of Security.

25X1

25 YEAR RE-REVIEW

~~SECRET~~

SECRET

4. The primary purpose of this staff meeting was to go over significant portions of the recent IC report and to delineate responsibilities for preparation of an OTR reply to be directed to DCI. Mr. Baird charged [] with the responsibility for pulling together segments of the reply, and established 7 May as the date for all initial drafts to be in the hands of the Plans and Research Staff. The detailed assignment of responsibilities, with added comments as made by Mr. Baird, is attached.

25X1

SECRET

25X1

Page Denied

Next 9 Page(s) In Document Denied

25X1